

County of San Diego
Revised: February 16, 2000
Reviewed: Spring 2003

ENVIRONMENTAL HEALTH SPECIALIST TRAINEE	Class No. 004705
ENVIRONMENTAL HEALTH SPECIALIST I	Class No. 004721
ENVIRONMENTAL HEALTH SPECIALIST II	Class No. 004722
<u>ENVIRONMENTAL HEALTH SPECIALIST III</u>	Class No. 004723

DEFINITION:

To protect the environment, public health and safety of San Diego County residents through permit, inspection, consultation, planning, investigation and enforcement activities in a wide variety of program areas including food, housing, water quality, recreational health, land use, site assessment and mitigation, solid waste and hazardous materials; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Environmental Health Specialist is a professional class series responsible for implementing program activities related to the protection of the environment, and the public health and safety of San Diego County residents through permit, inspection, education, consultation, planning, investigation and enforcement activities. Positions in these classes are allocated only to the Department of Environmental Health to permit, inspect, consult and advise industrial and commercial establishments, residents and property owners and solid waste transfer and disposal facilities regarding their conformance and compliance with federal, state and local environmental health, safety and sanitation laws, codes and regulations.

Environmental Health Specialist Trainee:

This is the trainee level class in the Environmental Health Specialist class series. Under immediate supervision, an Environmental Health Specialist Trainee receives on-the-job training to perform basic inspections and investigations for compliance with environmental laws and regulations. Completion of certain training requirements as an Environmental Health Specialist Trainee is necessary to meet the state requirements for registration as an Environmental Health Specialist. Once registration and more experience is gained, incumbents at this level will be expected to carry out assignments with greater independence and may be considered for other positions in the Environmental Health Specialist series.

Environmental Health Specialist I:

This is the first working level class in the Environmental Health Specialist class series. Under direct supervision, an Environmental Health Specialist I may provide program services and/or perform routine field inspections and investigations of a limited range of establishments and sites within an assigned program. As more experience is gained, incumbents at this level will be expected to carry out assignments with greater independence and may be considered for other positions in the Environmental Health Specialist series.

Environmental Health Specialist II:

This is the journey level class in the Environmental Health Specialist class series. Under general supervision, an Environmental Health Specialist II may provide program services and/or conduct field inspections and investigations on a full range of establishments, sites or planned projects within an assigned program. Incumbents may also assist with the training of other staff, community and business outreach, providing consultative services, special projects, and the evaluation and preparation of technical reports.

Environmental Health Specialist III:

This is the lead class in the Environmental Health Specialist class series. Incumbents may provide technical guidance and training to Environmental Health Specialists or may perform the most difficult inspection, investigation, enforcement, program services and/or community outreach and education activities. Incumbents may also be directed to independently perform studies and develop or lead special projects based on areas of expertise. This class differs from the next higher class, Supervising Environmental Health Specialist, in that the latter is a first level supervisor responsible for overall supervision and direction of one unit in the Department of Environmental Health.

EXAMPLES OF DUTIES:

Food and Housing:

Performs field inspections and investigations of new and existing residential, commercial and industrial establishments; reviews and investigates reports of food borne disease complaints; inspects and surveys the sanitary conditions of residential, commercial, and industrial establishments to ensure conformity with sanitary laws and regulations; instructs food handlers on sanitary methods and principles; collects food samples for laboratory analyses; assists in rodent and pest control surveys; inspects and surveys private premises, boarding homes, apartment houses, restaurants, theaters, stores, boats, swimming pools, and other establishments; inspects all types of mobile food vending vehicles for compliance with state and local laws; evaluates newly constructed mobile food vending vehicles for compliance with construction standards; issues notification of corrective action and follows up to ensure compliance; prepares appropriate documentation for action against violators and provides information during appeals or legal court proceedings; may serve as Deputy Health Officer for incorporated cities within designated areas of the county; and performs related work.

Hazardous Material:

Conducts inspections of hazardous waste generators and hazardous materials establishments to insure compliance with applicable laws and regulations pertaining to storing, treating, handling, transporting, disposing and record keeping; conducts tiered permitting inspections of establishments that treat hazardous waste; promotes and educates businesses on the benefits of pollution prevention; conducts hazardous materials business plan and disclosure inspections to insure proper accounting of hazardous materials; inspects medical waste and bio-hazardous waste generators for proper management; reviews risk management prevention plans and audits sites with regulated substances; inspects underground storage tanks (UST) and monitoring equipment for compliance; responds to public complaints; explains laws and regulations and provides informal one-on-one explanations of regulations; collects evidence and samples; handles detection equipment and safety equipment and ensures that appropriate levels required are available to be used during a response; prepares court cases and other formal enforcement actions; maintains records of inspections and investigations; prepares reports; and performs related work.

Land and Water Quality:

Reviews, permits and inspects plans and construction of percolation tests, on-site sewage disposal systems, installation/removal of monitoring wells and underground storage tanks, installation/destruction of water wells, water supply systems and sewage and waste water transport vehicles; monitors the permitting, review, inspection, complaint response or enforcement of the requirements of the storm-water permit and recreational water quality program; reviews hydro-geologic reports, grading plans and designs for compatibility of sewage and water system construction, tentative parcel maps, use permits, boundary adjustments, variances and administrative permits for land use development projects; reviews reports regarding the assessment of clean-ups from leaking underground storage tanks; evaluates substandard housing and health hazards; conducts inspections of mobile home parks and organized camps including housing, food services, recreational waters, water supply and sewage disposal; prepares legal notifications and enforcement actions;

participates in court proceedings or abatement actions and provides public testimony at public hearings and meetings; responds to citizen complaints; and performs related work.

Community Health:

Performs inspections; reviews permitting documents; investigates complaints and carries out related duties and activities regarding solid waste facilities and enforcement of State Title XIV regulations; evaluates illegal landfill activities, agricultural waste and composting operations, and the impacts of solid waste facilities to surrounding land use; gathers technical evidence; prepares compliance orders, and participates in court proceedings, public meetings and hearings; coordinates with all divisions in providing service in department-wide programs; develops departmental Geographic Information System (GIS) capability through implementation of geographic software systems, development of spatial data systems, and deploying GIS data systems compatible with DEH and County Strategic Plans; monitors, analyzes and reports State and Federal legislation, and coordinates activities with other County legislative analysts; develops and delivers outreach programs, materials and events; coordinates customer service activities, student intern programs and departmental newsletters; conducts a resource preservation educational program in the business community, develops county preferable purchase policies; measures and reports program efficiency and conducts staff training; and performs related work.

Environmental Health Specialist Trainee:

May perform the basic steps in accomplishing the duties listed above, in addition to the following: identifies parties who are responsible for the investigation and remedy of sites contaminated with hazardous materials; evaluates and approves or disapproves reports detailing the investigation and clean-up of sites with contaminated soil and groundwater; assists in the preparation of technical reports and in providing consultative services; may coordinate and/or participate in field investigations and permitting activities with other county departments, and local, state and federal agencies; reviews and approves or rejects permit applications and plans for monitoring wells and underground storage tank system (UST) installations and closures; reviews investigations on real estate transfers; participates on multi-disciplinary teams with environmental consultants, industry and other agency representatives to develop divisional guidelines; assists in the organization and participation of special events; and performs related work.

Environmental Health Specialist I:

May be responsible for any of the duties listed above, in addition to the following: performs the more routine inspections; may assist in staff training; coordinates and participates with work groups and technical committees at the local, state and national level; and performs related work.

Environmental Health Specialist II:

May be responsible for any of the duties listed above, in addition to the following: performs the more complex investigations; assists with staff training and guidance related to uniform methods of inspection, enforcement and administrative procedures; assists in the review of the work of staff; and performs related work.

Environmental Health Specialist III:

May be responsible for any of the duties listed above, in addition to the following: provides staff with training and guidance related to uniform methods of inspection, enforcement and administrative procedures; leads and reviews the work of staff; confers with local officials on environmental health problems or environmental management issues; may conduct in-service training classes, prepare press releases, brochures, or educational materials; may prepare and give talks on environmental health issues to public, private and governmental groups; prepares technical and staff reports; confers with engineers and developers; oversees or supervises the review and evaluation of construction plans submitted for construction permits; assists in evidence preparation for court cases; may oversee a specialized service such as contingency planning, emergency response planning, emergency van response, laboratory contracting and

equipment acquisition; and may act in the absence of the Supervising Environmental Health Specialist; and performs related work.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: T = Environmental Health Specialist Trainee

I = Environmental Health Specialist I

II = Environmental Health Specialist II

III = Environmental Health Specialist III

Knowledge of:

<u>T</u>	<u>I</u>	<u>II</u>	<u>III</u>	
G	T	T	T	Environmental health principles and practices.
G	T	T	T	Principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.
G	G	T	T	Principles, practices and techniques of food, water, noise, land use, solid waste and hazardous materials inspection.
G	G	T	T	Federal, State and local laws, regulations, ordinances and codes related to environmental and public health, safety and sanitation.
G	G	T	T	Governmental agencies and community groups involved in local environmental management issues.
G	G	T	T	Protective equipment and clothing.
--	G	G	T	Industrial manufacturing processes and waste management practices.
--	G	G	T	Principles of chemical properties, ecology, toxicology, chemical waste and biostatistics.
--	--	G	T	Regional environmental issues.
--	--	G	T	County policies and procedures.
--	--	G	G	Rules of evidence.
--	--	--	G	Principles and practices of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Inspect and survey residential, commercial, and industrial establishments to ensure conformity with environmental, health and safety laws, regulations, ordinances and codes.
- Assess, evaluate, and investigate public complaints regarding food, water, noise, hazardous materials solid waste, or other concerns regarding the environment.
- Collect information, samples and other information to enforce laws and regulations regarding public health sanitation.
- Gain compliance and cooperation of establishment representatives when engaging in enforcement/inspection.
- Review and interpret maps, building plans, blueprints, environmental impact reports, permitting, closure; and other documents related to proposed sites, structures or fixtures.
- Prioritize assignments and resources to respond to emergency, special or routine situations and deadlines in a timely manner.
- Prepare clear and concise logs, reports and correspondence.
- Communicate clearly and effectively in both oral and written form.
- Work effectively with others, such as groups, teams, or public and business representatives.
- Provide and explain technical information regarding environmental health programs and activities to the public, business/industry members or other governmental agencies.

- Coordinate investigations with other departments, divisions, or organizations.
- Handle difficult public contact situations and negotiate compliance points.

Environmental Health Specialist II (in addition to the above):

- Review, approve or reject plans and specifications on a wide range of proposed residential, commercial, and industrial establishments as well as solid waste facilities for compliance with health laws and codes.
- Prepare legal documents for action against repeat violators and provide information during appeals or legal court proceedings.
- Help train and assist in evaluating the work of other staff.
- Investigate specific environmental health problems.

Environmental Health Specialist III (in addition to the above):

- Provide technical guidance and training to subordinate staff.
- Perform the most difficult inspection, compliance and enforcement program work.
- Deal effectively with the public, industry, community groups and other agencies to gain cooperation and collaboration in environmental management and compliance efforts.
- Research, develop and prepare concise, clear and accurate technical, scientific and staff reports, publications and materials.

EDUCATION/EXPERIENCE:

Education, training and/or experience which clearly demonstrates possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are: a Bachelor's degree from an accredited college or university with at least 30 semester units of basic biological, physical, or environmental science courses including at least one laboratory course in one of the following fields: chemistry, physics, microbiology, biology, and a mathematics course of college algebra or higher; AND,

Environmental Health Specialist Trainee:

The education, training and/or experience stated above.

Environmental Health Specialist I:

1. One (1) year of experience investigating and enforcing environmental, public health or sanitary laws and regulations for a recognized public health agency or private company; OR,
2. Six (6) months as an Environmental Health Specialist Trainee with the County of San Diego.

Environmental Health Specialist II:

1. Two (2) years of experience investigating and enforcing environmental, public health or sanitary laws and regulations for a recognized public health agency or private company; OR,
2. One (1) year of experience as an Environmental Health Specialist I with the County of San Diego.

Environmental Health Specialist III:

1. Five (5) years of experience investigating and enforcing environmental, public health or sanitary laws and regulations for a recognized public health agency or private company; OR,
2. Two (2) years of experience as an Environmental Health Specialist II with the County of San Diego

Note(s): Some program areas require registration by the State of California as an Environmental Health Specialist. All positions in the Food and Housing Division will require the possession of a valid certificate as a Registered Environmental Health Specialist in the State of California.

In addition to the education requirements described above. Possession of a master's degree from an accredited college or university in a science field such as: biology, chemistry, environmental health, environmental engineering, ecology geology, may be substituted for up to one year of the required experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment for field travel. Employees in these classes may be required to use their own personal vehicle.

Registration:

Environmental Health Specialist Trainee:

All applicants must obtain a current evaluation letter from the State of California, Department of Health Services which states that the applicant is eligible to begin training in an approved environmental health program; or, which states that the candidate must complete additional educational requirements to be eligible to begin training.

Please refer to Section 7941 of Title 17 of California Administrative Code for further detail regarding the above education/experience standards

Environmental Health Specialist I, II, and III:

Some positions require registration by the State of California as an Environmental Health Specialist (California Health and Safety Code Section 106600 *et seq.*). All positions in the Food and Housing Division, for example, will require the possession of a valid certificate as a Registered Environmental Health Specialist in the State of California.

Character:

Must have a reputation for honesty and trustworthiness with no felony convictions. Convictions may be disqualifying depending on number, severity, and recency. Prior to appointment, candidates offered employment will be subject to a limited security clearance investigation performed by the Sheriff's Department.

Physical Requirements:

Must be able to inspect excavations and navigate in remote areas. Lift objects in excess of 25 pounds. Some positions require the physical fitness for wearing a respirator.

Working Conditions:

Exposure to hazardous gases and chemicals, communicable diseases, pests/rodents, and other hazardous health conditions. Exposure to various weather conditions, hostile and irate individuals. Subject to emergency call on 24-hour basis.

Probationary Period:

Environmental Health Specialist I:

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004721 – ENVIRONMENTAL HEALTH SPECIALIST I

004722 – ENVIRONMENTAL HEALTH SPECIALIST II

004723 – ENVIRONMENTAL HEALTH SPECIALIST III

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).